

Community Mailboxes

What are Community Mailboxes?

Community mailboxes are US Postal Service approved clustered mailbox structures that are designed and built to accommodate two or more mailboxes.

Are permits required?

Community mailboxes located on private property do not require permits. As community mailboxes usually are placed in close proximity to roadways it is important to determine if the location is within public right-of-way. Our office can assist you in generally locating the right-of-way line.

If it is determined that the mailboxes are to be located in the right-of-way, a Right-of-Way Site Permit is required. Installation of community mail boxes, approved by postal service, is allowed under specific conditions.

What information is required?

The required submittal information is detailed on the Right-of-Way Site Permit submittal checklist. The checklist includes the items that are necessary for our review.

Please note that one of the primary requirements is the submittal of a **certificate of insurance** that includes a “public liability” provision. Most homeowner’s insurance policies do not include this rider. Please contact your insurance carrier to verify if this coverage is available to you.

Do I need to hire a contractor?

The scope of work for installation of this type of a mailbox usually does not require a contractor’s license. Some important points to consider are:

- Contracting firms are required to carry “public liability” insurance.
- Contractors are licensed and bonded. This is very beneficial if injuries occur during construction or workmanship is an issue.
- Contractors normally possess the training, equipment, and staff to complete the project in a timely manner.

What conditions or standards must be met?

As special and unique structures, permits for community mailboxes may be approved for an indefinite period of time without a rental fee for use in the right-of way provided:

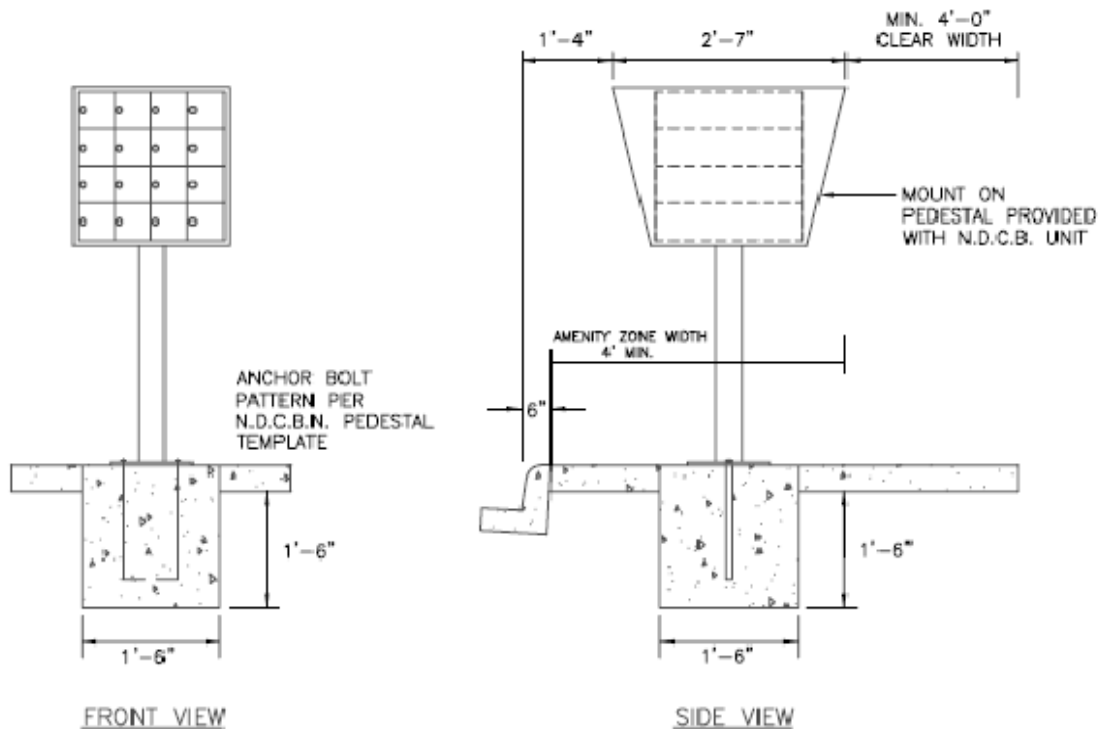
- Units are located a minimum of 10 feet from the edge of the traveled way and behind any sidewalks or pedestrian pathways. Proposed locations closer than 10 feet may require special evaluation for site distance and traffic/pedestrian movements.
- Location of community mailbox does not interfere with pedestrian or vehicular traffic or site distance.

Business Hours: M – F 8:00 a.m. to 5 p.m. ♦ Permit Processing Hours: M – F 8 a.m. to 4:00 p.m.

- Community mailbox is installed outside of the travel lane and no closer than 16 inches from the face of the curb
- The owners of a community mailbox must maintain it.
- The City may remove/relocate the community mailbox and revoke the permit.
- The installation is consistent with the Engineering Development Guide.

What fees are required?

Since the scope of permit review and inspection is limited, the minimum hourly charge will be accepted as the initial submittal fee. Complexity of the installation may warrant additional hourly fees be assessed.



	<p>Public Works Planning and Development Services</p>		<p>Neighborhood Delivery & Collection Box Unit Installation</p>	<p>516</p>
				<p>NOT TO SCALE</p>
				<p>Revision Date December 2006</p>